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WITHDRAWN

RULES FOR COMPILING THE CATALOGUES IN THE DEPARTMENT OF PRINTED BOOKS IN THE BRITISH MUSEUM.

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RULES

FOR THE

GENERAL CATALOGUE.

1.

Nature of the Catalogue.

The General Catalogue of Printed Books is arranged as a Catalogue of Authors in the alphabetical order of their names, the arrangement of entries under each author being also essentially alphabetical.

2.

Main-Entries and Cross-References.

Entries are of two kinds :

(1.) Main-Entries, describing adequately the contents of the books to which they refer.

(2.) Supplementary Entries, in the form of Cross-References, in which part of this information is repeated, so that under the name of each person may be shown, the books he has edited or translated, or which he has written anonymously or in collaboration, or as part of a series or collection, or which have been written about him, as well as those of which he

Main-Entries and Cross-References.

is the sole and avowed author. Cross-References are also used to point from other forms of a name to the one which is adopted.

3.

Contents of a Main-Entry.

Main-Entries, of which no book can have more than one, consist of—

(1.) A *Heading*, giving the name of the author of the book, or such substitute for it as these Rules provide.

(2.) A *Description* of the contents of the book, as far as possible in the words of the titlepage.

(3.) A statement (commonly known as the *Imprint*) as to its place and date of printing, and as to its size.

(4.) If necessary, a *Note*.

4.

Headings.

The choice of a Heading for a main-entry must be based on the information supplied in print in a perfect copy of the book itself, and on that only. An exception may be made in the case of reprints of recognised classics, where the author's name may be taken as the heading of the main-entry, though it be not given in the book; *e.g.*, a reprint of the Divina Commedia without the author's name should be catalogued under Dante, and a reprint of Robinson Crusoe under Defoe. But such cases are rare, and very exceptional.

Subject to this condition, that the information must be taken from the book itself, the heading of the main-entry of every book must be the name of its author, except in the case of works published by Learned Societies, and in the other instances of Special Headings cited in Rule 26; except also Official Publications, which are to be placed under the name of the authority by which they are issued, and Catalogues of Libraries, Museums, etc., which even if not published by authority, are to be entered under the proper heading of the institution. (See Rule 25 b.)

Headings.

Catalogues of Libraries, &c.

N.B.—Theses when separately catalogued are to be entered under the name of the Respondent or Defender, unless it be obvious that the Praeses is the author, in which case his name should be taken as the heading. Cross-references are to be made from Praeses to Respondent, or *vice versâ*, only to indicate actual participation in the work.

Theses.

5.

The names of more than one person may only appear in the same heading in the case of a work written by two authors in conjunction without specification of the parts written by each; the names in this case to be entered in the order in which they are given in the book.

Headings with more than one Author's name.

Example:

BEAUMONT (Francis) and FLETCHER (John)
The Works of Francis Beaumont and John Fletcher.

Headings with more than one Author's name.

For directions as to the choice of a heading in other cases of joint-authorship, see Rule 24.

6.

Forms of Names in Headings: Saints, Popes, &c.

In the case of Saints the name to be adopted is the English form of the name by which they have been canonized; in the case of Popes and Sovereigns the English form of the name which they officially assume, and in the case of Members of such religious orders as discard secular names, the name in religion: the original names of Saints, Popes and Members of Religious Orders being added within brackets. Princes of Sovereign Houses are to be entered under their Christian names only. Peers and Bishops are to be entered under their family names.

Examples:

FRANCIS [XAVIER], *Saint.*
PIUS II., *Pope* [ENEA SILVIO PICCOLOMINI].
CHARLES I., *King of Great Britain and Ireland.*
PAOLO, *Servita* [PIETRO SARPI].
WILLIAM AUGUSTUS, *Duke of Cumberland.*
CHARLES [DE LORRAINE], *Duke de Mayenne.*
CHURCHILL (JOHN) *Duke of Marlborough.*
TILLOTSON (JOHN) *Archbishop of Canterbury.*

In the case of ancient Greeks and Biblical names the English form is to be preferred.

Example:

HOMER, *not* HOMEROS.

7.

Latinized Names, etc.

When an author has always written under a Latinized form, or some other variant, of his name, that form is to be adopted in preference to his vernacular surname. In all other cases, except when the author is invariably known under the Latinized form, the vernacular surname is to be adopted.

Examples :

ERASMUS (DESIDERIUS)
FLACIUS (MATTHIUS) *Illyricus.*
LINNÆUS (CARL)
ESTIENNE (HENRI) *not* STEPHANUS (HENRICUS)

8.

Names of Places.

Names of places are to be entered in the form in which they are generally known in English.

Examples :

MUNICH (*not* MÜNCHEN)
LEGHORN (*not* LIVORNO)
RATISBON (*not* REGENSBURG)

9.

Oriental Names.

In Oriental names the forms in use in the various Oriental Catalogues are to be adopted.

German names with modified vowels.

In German names, or other German words used as headings, in which the letters ä, ö, or ü occur, these letters are to be written ae, oe, and ue respectively.

10.

Names preceded by a preposition or an article.

In foreign names, excepting French, preceded by a preposition or an article, or both, the preposition or article is to be regarded as an appendage to the Christian name.

Examples:

GOETHE (JOHANN WOLFGANG VON)
COLONNE (GUIDO DELLE)
CERDA (MARTIN DE LA)

French names preceded only by a preposition follow the same rule, unless the preposition is invariably written as an inseparable part of the name; in French names preceded by an article, or by a word composed of a preposition and an article, these prefixes are to be regarded as part of the surname.

Examples:

DELAVIGNE (CASIMIR)
LATOUR (ANTOINE DE)
LE FÈVRE (JACQUES)
DU MOULIN (PIERRE)

In English surnames of foreign origin beginning with a preposition or article, the preposition or article is to be treated as the beginning of the surname.

Examples:

DE VERE (ROBERT) *Earl of Oxford.*
DE LA RUE (JAMES)
VAN BUREN (MARTIN)
LE FANU (JOSEPH SHERIDAN)

11.

Compound surnames, excepting English and Dutch, are to be adopted in their entirety under the initial of the first of them. In compound English and Dutch surnames the last name is to be preferred. Compound Surnames.

Examples:

LAMARTINE DE PRAT (MARIE LOUIS ALPHONSE DE)
REYNARDSON (CHARLES THOMAS SAMUEL BIRCH)

In the case of authors who change their name, or add to it a second, after having begun to publish under the first, the heading is to consist of the original name followed by the word "afterwards" and the name subsequently adopted. Additional or Substituted Names.

Examples:

BUTT, afterwards SHERWOOD (MARY MARTHA)
LOCKER, afterwards LOCKER-LAMPSON (FREDERICK)

12.

Initials denoting authorship are to be adopted as headings. Where they represent the name of a person the last letter is to be taken as representing a surname, unless the typography or evidence from the book itself shows that the surname is represented by one of the preceding letters. Epithets which accompany an initial are to be retained in the heading. Initials.

Examples:

Initials.

E., A. L. O.
Hours with Orientals. By A. L. O. E. [*i.e.* A Lady of England, Miss Charlotte Tucker.]

C., J., *D.D.*
The Weaver's Pocket-book. . . . By J[ohn] C[ollinges], *D.D.*

13.

Personal or Christian names.

Personal or Christian names are to be printed in full in their vernacular form when possible.

14.

Abridged forms of names.

An abbreviated form of a surname should be printed in full.[a]

When an author uses a Christian name only, this name is to be taken as the heading, the surname, when known, being added in brackets.[b]

Examples:

[a] LUTHER (Martin)
Ein brieff. D. Mart. Luth.

[b] CHARLOTTE ELIZABETH [Phelan, afterwards Tonna].

15.

Titles and Epithets.

Titles of Honour, both Civil and Ecclesiastical, of all degrees from those of Knight and Dean upwards, are to be expressed in the heading according to the following forms:

Examples of English Titles:

Cardinal. POLE (REGINALD) *Cardinal, Archbishop of Canterbury.*

Archbishop. PARKER (MATTHEW) *Archbishop of Canterbury.*

Duke. HOWARD (THOMAS) *Duke of Norfolk.*

Marquis. GRAHAM (JAMES) 1*st Marquis of Montrose.*

Earl. STANHOPE (PHILIP DORMER) *Earl of Chesterfield.*

Viscount. SAINT JOHN (HENRY) *Viscount Bolingbroke.*

Bishop. BUTLER (JOSEPH) successively *Bishop of Bristol* and *of Durham.*

Baron. MACAULAY (THOMAS BABINGTON) *Baron Macaulay.*

Privy Councillor. PITT (*Right Hon.* WILLIAM)

Baronet. SCOTT (*Sir* WALTER) *Bart.*

Knight. LANDSEER (*Sir* EDWIN)

Son of Duke or Marquis. GORDON (*Lord* GEORGE)

Daughter of Duke, Marquis, or Earl. STANHOPE (*Lady* HESTER LUCY)

Younger Son of Earl, or Son of Viscount or Baron. WINGFIELD (*Hon.* LEWIS STRANGE)

Daughter of Viscount or Baron. RUSSELL (*Hon.* HARRIET)

Wife of younger Son of Duke or Marquis. CAMPBELL (ELIZABETH) *Lady John Campbell.*

Wife of younger Son of Earl, or of Son of Viscount or Baron. MONTAGUE (MARGARET) *Hon. Mrs. Charles Montague.*

Wife of Baronet or Knight. SMITH (PLEASANCE) *Lady.*

Dean. SWIFT (JONATHAN) *Dean of St. Patrick's.*

Foreign titles, as far as possible, are to be treated in the same way.

Other titles or epithets are, as a rule, to be added only when necessary to distinguish between persons of the same surname and Christian name.

16.

Contents of the Description.

The Description of a book must show adequately all that it contains and give all necessary information as to editors, translators and writers of supplementary or subordinate parts. The name of the author, if given already in the heading, is not to be repeated, except for the sake of clearness.

If a book cannot be adequately described from the titlepage alone, the description must be supplemented from the body of the book, or from the Cataloguer's own information.

Words taken from the body of the book to be enclosed in parentheses ( ) ; words supplied by the Cataloguer in brackets [ ]. An omission from the titlepage to be marked thus . . . , or if at the end of the description by an *etc.*

17.

Cases in which a book has no titlepage.

In the description of early books (*i.e.* those printed before or shortly after 1500) which have no titlepage, the first few words of the book are to be quoted, preceded by the abbreviation *Begin.*, and the contents of the book, where necessary, further described by quotations taken preferably from the heading of the first chapter, or other divisions, and from the colophon. Where the last words of the book are quoted they should be preceded by the word *End*, and to every

quotation the number and side of the leaf on which it occurs must be prefixed.

Cases in which a book has no title-page.

The same method is to be followed, as far as necessary, where the titlepage gives only the short title of the book.

In later books which have no titlepage, the description may be taken from the short title usually found either before the beginning of the text or at the top of each page. Where no title of any kind occurs the Cataloguer must describe the book in his own words between brackets.

Where the absence of a titlepage is due to imperfection, and the wording of it is known from another copy, the description is to be taken from any trustworthy record of such other copy, but is to be enclosed between brackets.

Example:

SAVONAROLA (Girolamo) [*Letters.*]

Begin. [fol. 1 *recto:*] Frate Hieronymo da Ferrara seruo ĩutile di Iesu Xp̄o a tutti li electi di Dio & figluoli del padre eterno, *etc.* [fol. 5 *verso:*] Epistola . . . a certe p̄sone diuote pseguitate p̱ la verita da lui predicata. [fol. 8 *verso*] Epistoletta di Fra Hiero. a uno suo familiare. [fol. 10 *recto:*] Queste sono dieci regole da obseruare al tempo delle grādi tribulationi, *etc.* [Followed by other letters.—With woodcuts.] [*Bartolommeo de' Libri: Florence,*] 1497. 4.

40 *leaves, without titlepage or pagination. Sig.* a–f, *in eights, except* b, e, *sixes, and* f, *four leaves.* 28 *lines to a page.*

18.

Or has more than one titlepage.

When a book possesses more than one titlepage the description is to be taken, as a rule, from that which gives the fullest information. In the case of polyglott books, with titles in different languages, the first titlepage is to be preferred, the existence of a second (or third) being indicated by the quotation of the first few words.

When the book is in a different language from the titlepage, or in more languages than the titlepage indicates, the language or languages are to be noted.

19.

Minor points to be noted in descriptions.

At the end of the Description information is to be given as to any of the following particulars which apply to the book:

(1.) In the case of an English book, its being printed in Black Letter (signified by B.L.); in the case of a foreign book, not either German, Scandinavian, or Dutch, its being printed in Gothic Letter (G.L.).

(2.) The number of volumes forming the book; or, if there be only one volume, the number of numbered pages; or, if it be divided into distinct parts, the number of parts. N.B.—A book is divided into parts by the beginning of a new pagination,

supplemented either by a fresh numeration of the sheets or by the insertion of half-titles. Minor points to be noted in descriptions.

(3.) In stating the number of parts or volumes the terms used in the book itself (volume, tome, Theil, Abtheilung, fasciculus, etc.) are to be adopted and written with the usual abbreviations.

(4.) The fact of the book being printed on vellum, or (if there be also an edition on small or ordinary paper) its being printed on Large or Fine paper (L. P., F. P.).

(5.) The addition of manuscript notes: —This to be shown by the words MS. NOTES, with FEW or COPIOUS prefixed, if applicable, and, when known, the addition in brackets of the name of the writer.

20.

The place at which a book has been published is to be stated in italics, and is to be preceded in the case of all English books, and of foreign books printed before 1600, by the name of the publisher, also in italics. In English books before 1640, and in foreign books before 1540, the name of the printer, when known, is to be added as well. In later books the place of printing and the printer's name are to be given only when important. Under "English" books Imprints.

Imprints.

are included all books printed in England, in whatever language, and all books in the English language wherever printed.

The year of publication is to be given in Arabic numerals, the month and day being added only when of historical interest, or necessary to distinguish different editions, or to avoid confusion from the different dates at which the beginning of the year was reckoned. The information is to be given as far as possible in the form used in the book itself, but Roman numerals may only be reproduced where a misprint is suspected. Greek and oriental numerals may be reproduced at the Cataloguer's discretion, the date in ordinary notation being then added in brackets, which are also to be used for all information not derived from the book. When the year of publication is not stated in the book itself, it is to be supplied in all cases as accurately as possible.

The date of publication is to be followed by an indication of the size of the book (folio, quarto, octavo, etc.). In the case of early books the size is to be noted from the position of the wire-marks in the paper (perpendicular in folio and octavo, horizontal in quarto and sextodecimo), showing how it has been folded; in the case of modern books, from the number of leaves in a sheet, taken in conjunction with its measurement.

21.

Books privately printed or circulated.

The words *Printed for the Author*, when occurring in a book, are to be taken in preference to the name of the printer or seller, these being added only if of interest; the words *Printed for private circulation* to be taken in like manner, but the name of the printer, press, or agent may be taken with them, if it occurs conspicuously on the titlepage; the words *Privately printed*, when used for a book printed at a private press, are to be always supplemented by the name of the press or printer.

22.

Notes.

Information as to points (other than those specified in Rule 19) which relate only to the particular copy of a book catalogued should be stated in a footnote, unless of a nature requiring a cross-reference, when the information must be added to the Description. The following are proper subjects for notes: imperfections, the presence of cancelled leaves or inserted matter, peculiarities of arrangement, or other differences from other copies, the fact of the book forming part of an edition of which not more than 100 copies were printed, or of its being printed on any unusual material, or of its having belonged to any person of eminence (especially if it be marked with his autograph, book-plate or book-stamp), or of its being in an exceptionally fine binding.

23.

Additional Notes to Incunabula.

In cataloguing books printed in the 15th century in addition to, and preceding, notes of any of the above particulars which may be applicable, a short collation of the book is to be given, noting the following points:

(*a*) Number of leaves; (*b*) absence of titlepage, printed signatures, or pagination; (*c*) the sequence of signatures (when printed) and the number of leaves in each; (*d*) arrangement of text in double columns; (*e*) number of lines in a full page or column of print; (*f*) occurrence of blank leaves.

N.B.—A copy is not to be called imperfect because one or more blank leaves are wanting, but their absence is to be noted.

For example see Rule 17.

24.

Various forms of Joint-Authorship.

(*a*) Books written in conjunction by two authors without specification of the parts written by each are to be entered under the names of both authors conjointly in accordance with Rule 5. Where more than two authors have collaborated in this manner the name of the first only is to be taken as the heading.

Example:

SCRIBE (Augustin Eugène) Marie Jobard, imitation burlesque, par Scribe, Dupin et Carmouche, *etc.* *Paris*, 1820. 8°.

(*b*) Books, or series of books, made up of separate works by more than two authors, when published under a collective title, are to be entered under the name of the editor; if there is no editor the collection is to be treated as anonymous, and the heading taken, according to the rules for anonymous books, from the collective title. Various forms of Joint-Authorship.

(*c*) Books containing, in addition to the work of the main-author, subsidiary parts by other writers, are to be entered under the main-author only, the subsidiary parts, when not covered by the general title, unless too numerous or unimportant, being noticed in accordance with Rule 16; and in all other cases any important contributions to a book due to any writer other than the one whose name is taken as the heading, are to be specified in the Description of the book and cross-references written in accordance with Rule 37.

25.

(*a*) The Old and New Testament and their component parts, in whatever language, are to be entered under the general heading BIBLE, with the addition of sub-headings for the separate books or groups of books and for the two Testaments. Anonymous Commentaries, etc., are to be entered under the heading BIBLE.—*Appendix.* Special Headings for Various Classes of Books.

(*b*) Works officially published, not merely

Special Headings for Various Classes of Books.

subsidised, by Learned Societies are to be entered under the general heading ACADEMIES, *etc.*, followed by the name of the town or country in which the Society holds its meetings, and the name of the Society. Institutions other than Learned Societies are to be entered under the name of the town or country where they are situated, followed by the name of the institution as a sub-heading.

(*c*) Reviews, magazines, newspapers, journals, gazettes, annuals, and all other works of a similar character are to be entered under the general heading PERIODICAL PUBLICATIONS, followed by the name of the place of publication.

(*d*) All almanacs, calendars, etc., are to be entered under the general heading EPHEMERIDES; anonymous catalogues, not containing the name of any institution or other owner, under CATALOGUES; anonymous dictionaries (including lexicons and vocabularies) of any description except encyclopædias, under DICTIONARIES; encyclopædias, even when containing the name of their editor, under ENCYCLOPÆDIAS; all directories in the same manner under DIRECTORIES.

(*e*) All Orders of Divine Service put forth by authority, such as Missals, Breviaries, Horae, the Book of Common Prayer, the Agenda of the Lutheran Churches, etc., and their component parts, are to be entered under the general heading LITURGIES.

Hymns, unless appropriated to particular offices, or forming part of the Liturgies of foreign Lutheran and Calvinistic Churches, and metrical paraphrases of the Psalms, although set forth or adopted by authority, are not to be treated as Liturgies, but to be entered under the name of their compilers, or if anonymous, under the general heading PSALMS AND HYMNS. Special Headings for Various Classes of Books.

(*f*) All editions of the 'De Imitatione Christi,' whether attributed to Thomas à Kempis or to any other author or anonymous, are to be entered under the heading JESUS CHRIST, with the sub-heading *De Imitatione Christi.*

26.

In the absence of declared authorship, the heading is to be chosen according to the following rules taken consecutively: Anonymous Books.

(*a*) Books concerning a person (real or fictitious) named, or adequately described on the titlepage, are to be entered under his name.

Examples:

SPINOZA (BENEDICTUS DE) An account of the life and writings of Spinosa. To which is added an abstract of his Theological Political Treatise, *etc.* pp. 16. *W. Boreham: London*, 1720. 8°.

SHARP (JOHN) *Archbishop of York.* The B——p of York's Speech to the House of Lords, relating to Dr. Sacheverel's Articles of Impeachment. *W. Garnet: London*, 1710. *s. sh.* fol.

Anonymous Books.

SPRAT (JACK) The Life of Jack Sprat, his Wife and his Cat. pp. 16. *J. Evans: London*, [1810?] 32°.

(*b*) Those concerning a collective body or institution are to be entered under the name of such body or institution.

Examples:

LONDON.—*Calves-Head Club.*
Dialogue between a Dissenting Minister and the Calves-Head Club, *etc.*
Reprinted at Dublin, 1721. *s. sh.* fol.

SPITALFIELDS WEAVERS. Distresses of the Spitalfields Weavers. [An appeal.]
[*London*, 1792?] *s. sh.* fol.

(*c*) Those concerning a place, or an object bearing a proper name (*e.g.* a ship), are to be entered under the name of such place or object.

Example:

SPERANZA, *Yacht.* The Log of the "Speranza," 100 ton yawl. [With illustrations.] pp. 108. *Edward Jones: London*, 1887. 8°.

Where the foregoing rules (*a–c*) do not apply, the heading is to be

(*d*) the name of a person or place forming a necessary part of the title, except when merely indicating a period.

Examples:

DICKENS (CHARLES)
Report of the dinner given to Charles Dickens in Boston. pp. 68. *Boston* [*Mass.*], 1842. 8°.

LONDON.
Statistics as to the religious condition of London, ascertained by inquiries in connexion with the Bishop of London's Fund, *etc.*
London, 1864. 8°.

Exception:

HISTORY. A History of Painting from Fra Angelico to Velasquez. pp. 482. *London*, 1806. 8°.

(*e*) or, the first substantive in the title of the book.

Examples:

BOOK. A first Book on Algebra. pp. 83.
London, 1837. 16°.

ART.
Le livre intitule l'art de bien mourir, *etc.*
Antoine Verard: Paris, 1492. fol.

(*f*) or, the first word other than an article.

Examples:

HOW. How will it end. A novel. By the author of "Willy Morgan." 2 vol. *London*, 1878. 8°.

JUST. Just as I am. A novel. By the Author of "Lady Audley's Secret." 3 vol.
London, 1880. 8°.

WHAT.
What are we going to fight for? This question considered, *etc.* *Darlington*, [1878.] 8°.

When the name of the author of an anonymous book can be discovered it should be inserted in the body of the entry between brackets.

27.

Anonymous Replies, &c.

As exceptions to Rule 26, anonymous replies, comments, parodies, dramatisations, etc., which have no independent title, but only one that indicates the work upon which they are founded, are to be entered under the heading proper to the latter.

Example:

LETTER. An answer to a Letter to a late noble commander of the British Forces, *etc.* *London*, 1759. 8°.

28.

Treatment of derivative names in anonymous books.

A compound expression formed with an adjective derived from a proper name is in general to be taken as a heading equally with the name from which it is derived, such expressions, when in a foreign language, being translated into English[a]; but the proper name itself may be substituted for the derivative in order to bring the entry under a larger heading. The names of scientific systems and mere technical terms are to be rejected[b].

Examples:

[a] FRENCH CEREMONIAL.
Projet du nouveau cérémonial françois. pp. 38. *Paris*, 1746. 4°.

[a] FRANCE.—*Army.*
L'Armée française et ses drapeaux. pp. 63. *Paris*, 1852. 12°.

[b] DOCTRINE. The Doctrine of the Sphere, grounded on the motion of the earth and the antient Pythagorean or Copernican system. pp. 360. *London*, 1680. 4°.

29.

Books not to be treated as anonymous.

Where for the name of an author there is substituted an official designation or description sufficiently clear to render his identity unmistakable, the book is not to be regarded as anonymous, but entered under the name of the author.

Where an author, while concealing his identity, writes under a general name derived from any office, profession, party or qualification, the name so assumed is to be treated as a real name and taken as a heading. Books in which the author designates himself merely by a descriptive phrase or circumlocution are to be treated as anonymous.

Examples:

A book entitled "The Secret of England's Greatness," stated to be "A speech by the Chancellor of the Exchequer," should be entered under the name of the author as a matter of common knowledge; if stated to be "By a Merchant," under the name "MERCHANT"; but if "By a Merchant of London," it should be treated as anonymous and entered under ENGLAND.

30.

Pseudonymous and Supposititious books.

Fictitious names assumed by authors in order to conceal their identity are to be treated as real names, with the addition to the heading of the abbreviation *pseud.*, followed by the real name of the author within brackets.

Works falsely attributed in their title to a particular person are to be entered under the

Pseudonymous and Supposititious books.

name of this person, the name of the real author, when known, being supplied in brackets. The entry of the book is to be separated from entries of the genuine productions of the asserted author by the sub-heading [*Supposititious Works*] or [*Appendix*], or in some other convenient way.

31.

Collections of Laws, Law Reports, etc.

Collections of the Laws and other public documents of a State are to be entered under the name of the State. Separate Laws, Proclamations, etc., under the name of the State, with the subheading of the supreme authority which sanctions them.

Reports of civil actions are to be entered under the name of the plaintiff, with a cross-reference from that of the defendant; reports of criminal trials under the name of the prisoner. A cross-reference is to be made from the name of the reporter when given.

32.

Translations.

Translations which contain the name of the author of the work from which they are translated must be entered under the name of the original author.

Translations without name of original author.

Except in the case of recognized classics (see Rule 4), translations into verse which do not contain the name of the original author are to be treated as original works. Translations in prose

may be treated at discretion in the same way, but when the title of the original is closely followed they should be entered under the heading which would be chosen for anonymous editions of the original work, in order that all such versions may be brought together. But whenever the main entry of a translation is under any other heading than the name of the author of the original work, a cross-reference is to be made from the author in accordance with Rule 36.

Translations without name of original author.

33.

Commentaries accompanied by the full text of the work commented on are to be treated as editions of the work, except when the text is distributed through the Commentary in such a manner as not to be readily distinguished from it, or is of insignificant bulk as compared with the Commentary ; in these cases the work should be catalogued under the name of the Commentator.

Commentaries.

Editions of Acts of Parliament, or of separate Laws of any country, with a Commentary are to be entered under the author of the Commentary.

34.

A duplicate when retained in the Library is to be catalogued as [Another copy], followed, in the case of accessions, by so much of the title as is necessary to identify the book of which it

Duplicates and Reissues.

Duplicates and Reissues.

is a duplicate. When the text of the book is a duplicate, but the copies differ in the titlepage or supplementary matter, these differences are to be shown after the words [Another copy]; or, if this is inconvenient, in a note. Later issues printed from the same setting up of the type, or stereotyped reprints, are to be catalogued in the same manner as duplicates with the words [A reissue] instead of [Another copy].

35.

Cross-references.

Cross-references are mainly of three kinds:

(1.) References from Alternative Forms of the same Heading.

(2.) References from Alternative Headings for the same entry.

(3.) Subordinate or supplementary entries for the same work.

Cross-references: first kind.

Cross-references of the first kind are to be made:

(1.) From any alternative, incomplete, inaccurate or foreign form of a name, used in the book, to the form adopted for the heading.

Examples:

LUT. (Mar.) *See* Luther (Martin)
SAINT DAVIDS, William, *Bishop of*. *See* Laud.
BARTAS (Guillaume de Saluste du) *See* Saluste du Bartas.

HOLLYBAND (CLAUDIUS) *See* DESAINLIENS (C.)
MÜNCHEN. *See* MUNICH.
ORTULUS. *See* HORTULUS.

Cross-references: first kind.

(2.) From the name of any institution or periodical, etc., to any larger heading under which it is entered.

Examples:

BRITISH MUSEUM. *See* ACADEMIES, *etc.—London.*
GEORGE HERIOT'S HOSPITAL. *See* EDINBURGH. *—George Heriot's Hospital.*
ACTA ERUDITORUM. *See* PERIODICAL PUBLICATIONS.*—Leipsic.*

36.

Cross-references of the second kind are to be made:

Cross-references: second kind.

(1.) Where a book is entered under any heading other than the name of the author, from the name of the author to this heading:

(2.) To a heading consisting of initials or a descriptive name, from the heading under which the book would have been catalogued if the initials or descriptive name had been absent.

These cross-references must contain an adequate description of the book, omitting details as to its pagination, etc., but stating its date and size; the whole of the information to precede the reference.

Examples:

Cross-references: second kind.

BARGRAVE (ISAAC)
A Sermon against Self-Policy, *etc.* [By I. Bargrave.] [1624.] 4°. *See* SERMON.

SHADOWS.
Shadows of Slum Life. By E. M. M. 1889. 8°. *See* M., E. M.

37.

Cross-references: third kind.

Cross-references of the third kind are to be made:

(*a*) From the names of editors, translators, subjects of biographies, authors of books criticized, etc.; also, if advisable, from writers of prefaces and introductions, illustrators, authors of MS. Notes, etc.

In these cross-references the reference is to be followed by so much of the description of the book as may be necessary to show the reason why they are made, together with its date and size.

Cross-references from the second of two joint-authors to the double heading containing both names generally follow this form; but the title of the book with its date and size may precede the reference if this is more convenient.

Examples:

MALONE (EDMOND) *See* BOSWELL (James) *the Elder*. The Life of Samuel Johnson, *etc.* [Edited by E. Malone.] 1804. 8°.

CARY (HENRY FRANCIS) *See* DANTE ALIGHIERI. [*Divina Commedia.—Inferno.*] The Vision of Hell . . . Translated by H. F. Cary. 1866. fol.

Cross-references: third kind.

BROWNE (*Sir* THOMAS) *M.D. See* DIGBY (*Sir* K.) Observations upon Religio Medici [*i.e.* upon the unauthorized edition of Sir Thomas Browne's work, published in 1642], *etc.* 1643. 8°.

CALDECOTT (RANDOLPH)
See IRVING (W.) Bracebridge Hall . . . Illustrated by R. Caldecott. 1877. 8°.

CALDECOTT (THOMAS)
See MILTON (J.) Poems upon several occasions, *etc.* COPIOUS MS. NOTES [by T. Caldecott]. 1785. 8°.

(*b*) From the names of the author of part of a book, or of a book forming part of a series. The reference to be preceded in this case by a description of the part of the book, or of the volume of the series (including in the latter case the pagination, size and date), and to be followed by the quotation of so much of the main-entry as is necessary for its identification.

Examples:

CHURCH (RICHARD WILLIAM) *Dean of St. Paul's.* The Pensées of Blaise Pascal. [A lecture.] *See* KEMPE (J. E.) Companions for the Devout Life, *etc.* 1877. 8°.

CHURCH (RICHARD WILLIAM) *Dean of St. Paul's.* Spenser. [A sketch of his life and writings.] pp. 181. 1879. *See* MORLEY (*Right Hon.* John) English Men of Letters, *etc.* 1878, *etc.* 8°.

Cross-references: third kind.

Where convenient for the saving of space or more orderly arrangement the cross-references specified under (*a*) are to be written direct to a cross-reference of the form (*b*), instead of to the main-entry, the short title of the larger book being added after the date in italics enclosed in brackets.

Example:

PASCAL (Blaise)
See Church (R. W.) *Dean of St. Paul's.* The Pensées of Blaise Pascal. [A lecture.] 1877. 8°. [*Kempe's Companions for the Devout Life.*]

38.

General Cross-references.

All the above kinds of Cross-Reference may be given in a general form, if this will save needless repetitions.

Examples:

MÜLLER ( ) [For German names of this form :] *See* Mueller.

MANCHESTER. [For Learned Societies at Manchester :] *See* Academies, *etc.*—*Manchester.*

TUCKER (Charlotte) [For works written by Charlotte Tucker under the initials A.L.O.E. :] *See* E., A.L.O.

SHELTON (Thomas) [For editions of Shelton's translation of Don Quixote :] *See* Cervantes Saavedra (M. de) [*Don Quixote.*—*English.*—*Shelton's Translation.*]

FLETCHER (JOHN) [For collected editions of the works of Beaumont and Fletcher, and for separate works in which their names appear as joint authors :] *See* BEAUMONT (Francis) and FLETCHER (John)

General Cross-references.

In the case of Biographies which go through several editions the cross-reference is to be generalized, so as to cover all editions, by the omission of the date and size (and of the press mark), the word Life, Biography, or whatever term is used on the titlepage, being prefixed to the reference.

Example :

JOHNSON (SAMUEL) *LL.D. Life. See* BOSWELL (James) *the Elder*.. The Life of Samuel Johnson, *etc.*

In the case of Authors who write under an assumed name the cross-reference is to be generalized (wherever necessary) so as to cover all works written under the assumed name, by giving only a reference from name to name.

Example :

DUDEVANT (AMANTINE LUCILE AURORE) *Madame. See* SAND (George) *pseud.*

39.

Discretionary Cross-references.

Cross-references of other kinds than those specified may be written, if likely to be of use to persons using the Catalogue, *e.g.*, from the titles of books, or series, in the form in which they are

Discretionary Cross-references.

generally known, whether correct or not, to the heading under which they are entered.

Examples:

RELIQUIAE ANTIQUAE. *See* WRIGHT (Thomas) and HALLIWELL, afterwards HALLIWELL-PHILLIPPS (J. O.)

PERIODICAL PUBLICATIONS. — LONDON. — *Numismatic Chronicle.*
See ACADEMIES, *etc.* — London. — *Numismatic Society.*

CATALOGUE OF MAPS.

Nature of the Catalogue.

The Catalogue of Maps is composed of main-entries under subject-headings and of subordinate entries under author-headings, arranged in one alphabet, the arrangement under each subject-heading (or sub-heading) being mainly chronological, while that under author-headings follows the alphabetical order of the countries or places delineated.

Main-Entries.

The main-entry of every atlas, map, chart, plan or view is to be placed under the generally accepted name of the geographical or topographical area which the work delineates, and is to be of sufficient fulness to secure its identification.

Subordinate Entries.

Subordinate or abridged entries are to be made, where possible, under the name of every author, whether draughtsman, surveyor or compiler, to serve purposes analogous to those of cross-references in the General Catalogue.

Maps, &c., the title of which mentions more than one country.

Where the names of more than one continent, country or locality are mentioned in the title of the work (or, in the absence of a title, in the

Maps, &c., the title of which mentions more than one country.

description supplied by the Cataloguer), the heading of the main-entry is to be the name of the first country, etc., thus mentioned, and subordinate entries are to be written for such of the others as may require them.

Sub-headings.

Where the subject-heading, *e.g.*, WORLD, ENGLAND, LONDON, contains a large number of entries, sub-headings are to be supplied to facilitate reference.

CATALOGUE OF MUSIC.

The Catalogue of Music is in two sections, Section I. consisting of a Catalogue of Musical Compositions entered under the names of composers, with cross-references from arrangers or editors; Section II., of cross-references from the authors of words set to music to the names of the composers in Section II. The arrangement of both sections of the Catalogue is alphabetical.

In Section I. cross-references are also to be made:

(1.) In the case of vocal music, from the first word of the name of the song.

(2.) In the case of operas, oratorios and other choral works, from their full title to the names of the composers.

Anonymous compositions (1), if *instrumental*, are to be catalogued under the title, or, if there be no title, under the name of the kind of music of which they consist; (2), if *vocal*, under the first word of the first line with a cross-reference from the name of the composer, if known.

Collections of Psalms or Hymns are to be entered under the name of the musical editor or collector, with a cross-reference from either heading; if anonymous, even though they possess a title, under the class-heading PSALMS or HYMNS.

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